

DEPARTMENT OF THE ARMY
HEADQUARTERS FORT MONROE
FORT MONROE, VIRGINIA 23651

Fort Monroe Regulation
NUMBER 635-1

16 APR 1979

Personnel Separations
RETIREMENT CEREMONIES

	Paragraph	Page
PURPOSE	1	1
APPLICABILITY	2	1
GENERAL	3	1
RESPONSIBILITIES	4	1
REFERENCES	5	3

1. PURPOSE. This regulation prescribes procedures and responsibilities in connection with recognition of military personnel retiring at Fort Monroe, Virginia.

2. APPLICABILITY. This regulation is applicable to HQ Fort Monroe under the following conditions:

- a. When there is only one TRADOC retiree.
- b. When the TRADOC retiree is in grade O-5 or lower.
- c. When TRADOC declines to host a ceremony.

3. GENERAL. Military personnel retiring at Fort Monroe, Virginia, will be accorded traditional recognition of their length of service by honors at suitable ceremonies. Ceremonies will be conducted in accordance with TRADOC Memo 672-1.

4. RESPONSIBILITIES.

a. Adjutant: Upon receipt of notification from the Executive Services Office, Office of the Chief of Staff, TRADOC, that TRADOC will not host the Monthly Retirement Ceremony (MRC), the Adjutant will:

(1) Notify the Directorate of Plans, Training, and Security (DPTSEC) that Post will host the MRC.

(2) Provide a list of personnel scheduled to participate in retirement ceremonies to DPTSEC and Public Affairs Office (PAO).

*This regulation supersedes FM Reg 635-1, dtd 4 Nov 76.

16 APR 1979

(3) Prepare a letter for the Post Commander's signature extending an invitation to each retiree and his/her spouse or honored guest to receive retirement honors at suitable ceremonies.

(4) Prepare speech for the Post Commander honoring the retiree(s).

(5) Maintain liaison between retiree(s) and Post Commander regarding participation in the ceremony.

(6) Insure that each retiree's supervisor submits appropriate recommendations for awards in accordance with AR 672-5-1.

(7) Provide necessary awards, citations, and/or certificates required for each retiree.

(8) Publish necessary bulletin notices announcing the ceremony and names of those personnel participating.

(9) Arrange with Commander, US Continental Army Band, to play musical selections desired by the retiree(s).

(10) Submit seating requirements to PAO for VIPs and invited guests.

(11) Provide a narrator.

b. PAO:

(1) Make arrangements for suitable news and photographic coverage of the ceremony.

(2) Coordinate seating arrangement for VIPs, the retiree(s), and invited guests, and brief ushers concerning seating arrangements.

(3) In coordination with HHC USATRADOC & FM, provide an escort for each retiree's spouse and/or honored guest.

(4) Brief servers on the serving of refreshments following the ceremony.

c. DPTSEC:

(1) In coordination with PAO and the Adjutant, schedule the retirement ceremony to include site preparation.

(2) Conduct a rehearsal with retiree(s) and key personnel prior to the ceremony.

(3) Provide necessary photographic and audio support.

(4) Arrange for medical support to be available at the ceremony.

(5) Publish a Letter of Instruction (LOI) two weeks prior to the ceremony outlining the responsibilities of all staff sections.

d. Directorate of Industrial Operations (DIO): Provide transportation support as required.

e. Directorate of Facilities Engineering (DFE): Insure the grass is mowed and edged and leaves are raked at the ceremony site prior to the ceremony.

f. Directorate of Health Services (DHS): Provide necessary medical support.

g. Provost Marshal (PM):

(1) In coordination with the Adjutant and DPTSEC, reserve the required number of parking spaces for the ceremony.

(2) Provide traffic control for the ceremony.

h. Cdr, 560th MP Co:

(1) Provide color guard and honor guard company support.

(2) Provide refreshments and serving utensils for the ceremony.

(3) Coordinate with HHC USATRADOC & FM to have refreshments delivered to ceremony site.

i. Cdr, HHC USATRADOC & FM:

(1) Provide detail support as required for site preparation.

(2) Provide a four-person detail, two to act as servers and two to act as ushers/usherettes.

(3) In coordination with 560th MP Co, arrange for pick-up and return refreshments and utensils. All refreshments remaining after the conclusion of the ceremony will be returned to the 560th MP Co dining facility.

(4) Provide DPTSEC with a two-person detail for ceremonial support.

(j) Cdr, USCONAR Band: Coordinate with the Adjutant/DPTSEC for appropriate musical selection for the ceremony.

5. REFERENCES.

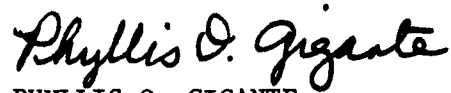
a. AR 600-25, Salutes, Honors, and Visits of Courtesy.

FM Reg 635-1

- b. AR 672-5-1, Military Awards.
- c. FM 22-5, Drill and Ceremonies.
- d. TRADOC Memo 672-1, Decorations, Awards, and Honors Ceremonies.
- e. DF, HQ Fort Monroe, ATZG-PTS, 25 Mar 76, Consolidation of Monthly Retirement Ceremonies.

(ATZG-PTS-O)

FOR THE COMMANDER:



PHYLLIS O. GIGANTE
1LT, AGC
Adjutant

DISTRIBUTION:
A, B